



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

06-02

DEPARTMENT REVENUE	DIVISION Enforcement	SECTION Hearings	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	ACTIVE APPEALS	Retain Until Case Closed, Microfilmed by Motor Vehicle	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	ACTIVE FILES – TAX	Retain Until Case Closed		
3	CORRESPONDENCE	Retain until obsolete, superseded or administrative value is lost.		
4	COURT OPINIONS	Retain until obsolete, superseded or administrative value is lost.		
5	DOCKETS	2 Years after case closed		
6	FORMS	Retain until obsolete, superseded or administrative value is lost.		
7	GENERAL ADMINISTRATIVE FILES	Retain until obsolete, superseded or administrative value is lost.		
8	HEARING RECORDINGS	Permanent		
9	REFERENCE MATERIALS	Retain until obsolete, superseded or administrative value is lost.		
10	LAW ENFORCEMENT SCHEDULES	Retain until obsolete, superseded or administrative value is lost.		
11	LEGISLATION FILES	Retain until obsolete, superseded or administrative value is lost.		
12	MANAGEMENT RESOURCE	Retain until obsolete, superseded or administrative value is lost.		
13	MISC. FILES	Retain until obsolete, superseded or administrative value is lost.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kitchener</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mm</i>	Date 7/5/05	State Auditor's Signature <i>Sally Symant</i>	Date 6/17/05



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06-02

DEPARTMENT REVENUE		DIVISION Enforcement	SECTION Hearings	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
14	MISC. MEMORANDA	1 Year + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
15	OFFICE RESOURCE	Retain until obsolete, superseded or administrative value is lost.			
16	PERSONAL FILES (Copy)	Retain until obsolete, superseded or administrative value is lost.			
17	PERSONNEL DISCIPLINE	Retain until employees leaves + 1 Year			
18	PERSONNEL FILES	Retain until employees leaves + 1 Year			
19	POLICY MANUALS	Retain until superseded			
20	PROJECT FILES – GENERAL	Retain until obsolete, superseded or administrative value is lost.			
21	STATUTES, TEXTS & TREATISES	Retain until superseded			
22	TRAINING / RESOURCE MATERIALS	Retain until superseded			
23	VEHICLE RECORDS	Retain for life of vehicle			

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State Archivist's Signature <i>Larry Peterson</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mm</i>	Date 6/24/05	State Auditor's Signature <i>Sally Gynansh</i>	Date 6/17/05

SA-194 (REV 1/78)